

Information about Jeff Lanza's presentation

A/V Requirements

1. Screen.
2. If there is a projector that is in place already, I will connect to that with my laptop.
3. If there is not a projector in place, I will need a small table for my laptop and my projector. If you own a projector, it would be nice to have as a backup. Don't pay an extra fee for a hotel/restaurant rental.
4. An audio output for my computer to connect to the room speaker (for smaller rooms I can connect an external speaker, which I have with me)
5. A wireless Lavalier Microphone (if a microphone is necessary)
6. An extension cord
7. A power strip

Room set-up

- If I am speaking during a meal, I prefer to have the table settings in a half-round configuration so the entire audience can see the screen easily. I know this is not always possible due to space and audience size.
- I don't require a podium.

Please feel free to contact me with any questions.

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